



**Department of Health and Human Services
Office of the Commissioner
Policy and Procedure Statement**

Policy # DHHS-32-07

Issue Date: 6/15/07

I. SUBJECT

Document Destruction

II. POLICY STATEMENT

It is the policy of the Department of Health and Human Services to ensure that all documents are disposed of in a manner that: (a) prevents the disclosure of confidential information and (b) maximizes recycling of recyclable material.

III. RATIONALE

Department employees at all levels, and in all offices, handle written materials that include confidential information, including client records and other types of sensitive and legally protected information. The Department is obligated to ensure that confidential information is not subject to unauthorized disclosure, either intentionally or accidentally. Improper disposal of documents containing confidential information creates a significant risk of unauthorized disclosure. Strict adherence to the procedures contained herein will ensure the proper disposal of documents containing confidential information. These procedures are also consistent with pre-existing procedures for recycling of recyclable paper.

IV. PROCEDURE STATEMENT

A. Office locations that use a document destruction service:

1. All recyclable waste paper shall be treated as "confidential" and placed in blue recycle containers (available at most workstations) **or** placed directly into locked bins available and located within the secure areas.

No recycling containers (secured or unsecured) shall be located within public areas (including, but not limited to: interview rooms, conference rooms, reception areas).

Confidential, non-recyclable material shall be de-identified and destroyed prior to discarding in a regular (lined) waste container.

A list of recyclable materials is attached to this policy.

2. Janitorial staff shall empty blue recycle containers daily and transfer the material into the locked bins located within the secured areas.
3. In the event any visible paper material is left in regular (lined) waste containers, the janitorial staff shall not empty the container. The janitorial staff shall notify the office manager or designee, and he or she shall ensure that the material is transferred to the locked bins for destruction.
4. The locked bins shall be moved to a specific location according to a specific schedule for handling by a certified and bonded destruction service.
5. The destruction service shall handle, transfer, shred, and dispose of material, and shall provide a certificate of destruction upon completion.

B. Office locations that do not use a document destruction service:

1. All recyclable waste paper shall be treated as "confidential" and placed into blue recycle containers (available at most workstations).
2. Janitorial staff shall only empty the regular (lined) waste containers. In the event any visible paper material is left in regular (lined) waste containers, the janitorial staff shall not empty the container. The janitorial staff shall notify the office manager or designee, and he or she shall ensure that the material is transferred to a blue recycling container for destruction.
3. Individual employees or individuals designated by programs shall be responsible for shredding all material within the blue recycle containers (using commercial grade shredding machines on-site) and bagging the material. Shredding shall be completed according to a regular schedule.
4. Shredded and bagged material shall be placed in a designated location according to a designated schedule for removal to the recycle center.

V. DISTRIBUTION

All Staff via e-mail and hard copy postings on designated bulletin boards. DHHS policies can also be found on the website.

VI. ATTACHMENT

A list of recyclable materials

6/15/07

Effective Date

Brenda M. Harvey
Commissioner

Guidelines for Office Recycling

YES	NO
COATED PAPER	BLACK CARBON PAPER
COLORED PAPER	CARDBOARD
COMPUTER PAPER	COPY PAPER WRAPPING
COPY PAPER	FOOD & FOOD WRAPPERS
HANGING FILE FOLDERS (AS LONG AS METAL HAS BEEN REMOVED)	GUM & GUM WRAPPERS
INDEX CARDS	METAL RINGED BINDERS
KRAFT OR FIBERBOARD FOLDERS	NAPKINS
MAGAZINES	PAPER TOWELS, PAPER PLATES, PAPER CUPS
MANILA FILE FOLDERS	PLASTIC
NCR PAPER (3 PART FORMS)	STYROFOAM
NEWSPAPER	TISSUES
PAPER CLIPS AND STAPLES ARE OK	TYVEK ENVELOPES
PHONE BOOKS	
POST-ITS	
RUBBER BANDS	
WHITE ENVELOPES	
WHITE PAPER	
WINDOW ENVELOPES	